How to Report Crew Travel Expenses in WA

A. In the *Itemized Costs* tab create a new itemized cost measure.

Audit Information Status Shell Heating (1) Cooling (1) Ducts/Infiltration	Baseloads Health & Safety	Itemized Costs (3) Utility Bills (0)				
Copy from User Defined Measures	Referenced User	r Defined Measure				
Copy from Library Health and Safety Measures	Clear Reference to U	Jser Defined Measure				
Measure Name Crew travel time Cost (\$) \$150.00 Include in SIR ✓						
Material Annual Energy Savings Units						
Annual Energy Savings Units 🔻						
by Description Comment New Copy Del						

B.

Audit Information State	tus Shell	Heating (1)	Cooling (1)	Ducts/Infiltration	Baseloa	ads	Health & Safety	Itemized Costs (3)	Utility Bills (0)
Cor	oy from User	Defined Meas	ures	_			Referenced Us	er Defined Measure	
			•						
	oy from Librai	y Health and 9	Safety Measu	res		_0	lear Reference to	User Defined Meas	ure
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1							_		
1. Measure Na									
2. Co:	st (\$) \$150.0	0 3	• Include in 9	SIR 🔽					
Mai	terial								
Annual Energy Sav	vings	Unit	s	•					
ITEMIZED COST				Comment	1				
by Description			_		J				
H (1)	•1 •∗ of [3 New	Copy Del						

C.

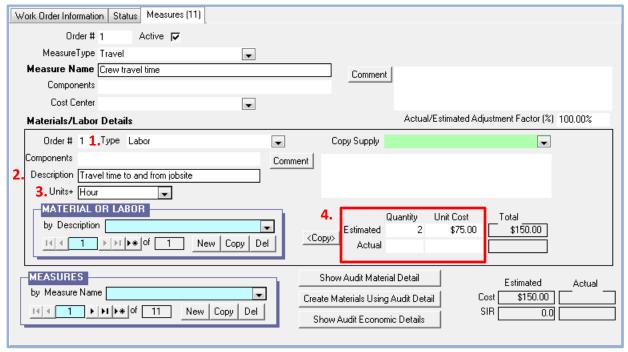
- 1. Fill in the Measure Name field
- 2. In the Cost (\$) field enter the total labor cost of travel
- 3. Select the Include in SIR box

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D. In the *Measures* tab of the work order select *Travel* in the *Measure Type* drop down

Work Order Information Status Measures (11)	
Order # 1 Active ▽	
MeasureType Travel ▼	
Measure Name Crew travel time	Comment
Components	
Cost Center	
Materials/Labor Details	Actual/Estimated Adjustment Factor (%) 100.00%
Order # 1 Type Labor ▼	Copy Supply
Components	omment
Description Travel time to and from jobsite	
Units+ Hour	
MATERIAL OR LABOR	Quantity Unit Cost Total
by Description	Estimated 2 \$75.00 \$150.00
Id d 1 ▶ ▶1 ▶ ★ of 1 New Copy Del	Copy> Actual
	,
MEASURES	Show Audit Material Detail Estimated Actual
by Measure Name	Create Materials Using Audit Detail Cost \$150.00
Id d 1 ▶ ▶ ▶ ▶ ★ of 11 New Copy Del	Show Audit Economic Details SIR 0.0

E.



- 1. Select Labor from the Type drop down
- 2. Fill in the Description field
- 3. Select Hour from the Units+ drop down
- 4. Enter the Quantity and Unit Cost information